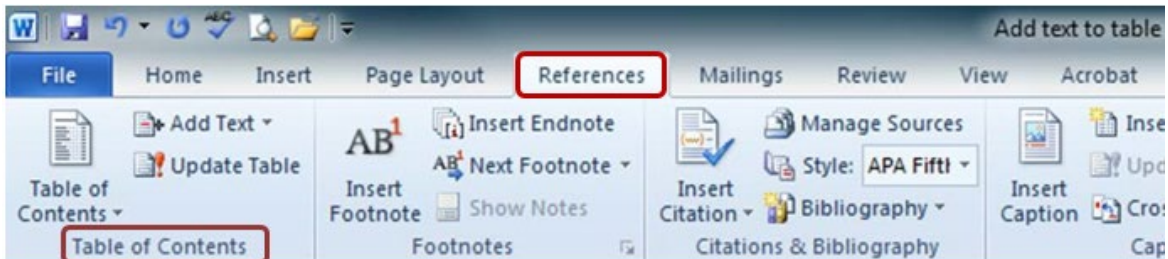


DON'T KNOW HOW TO ADD THE ENTRIES TO THE TABLE OF CONTENTS?

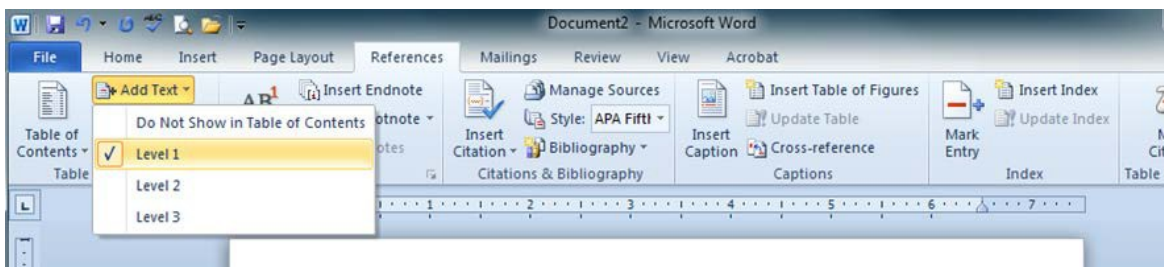
Here is how it is done!

If you created an automated Table of Contents:

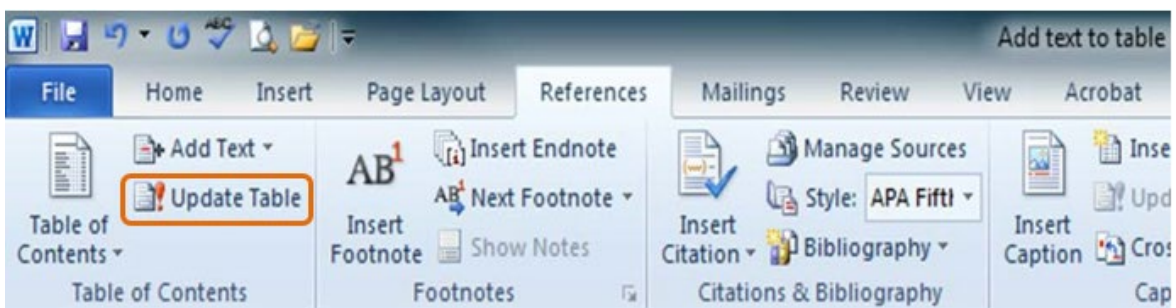
1. Select the page header on the page you wish to add to the table of contents.
2. On the **Reference** tab, locate the section labelled **Table of Contents**



3. In this section, click on drop down menu labelled **Add Text** and select **Level 1**



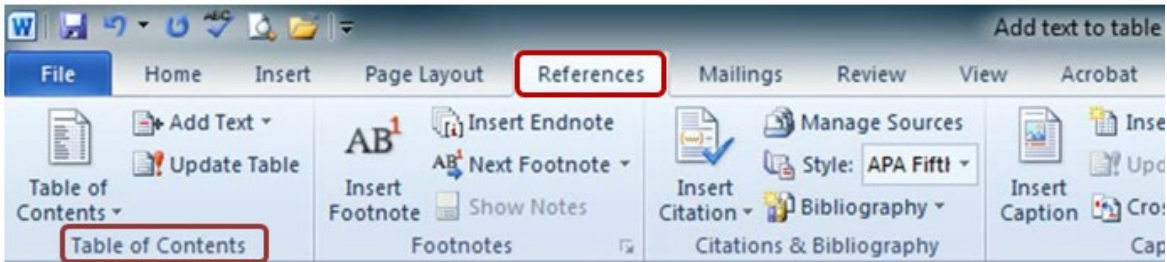
4. Click on **Update Table**



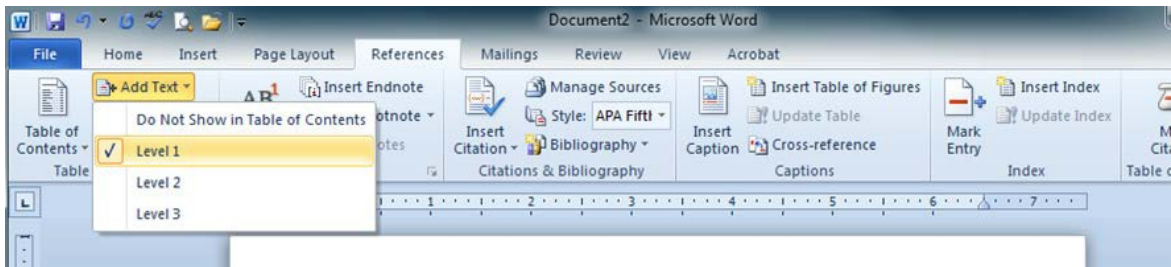
5. Fix the formatting of the entry as needed.

If you created your Table of Contents manually, it must be updated manually:

1. Click on the **References** tab and find the section labeled **Table of Contents**



2. From the drop down menu labelled **Add Text** select **Level 1**



3. Place the cursor on the document where you wish to add the text (entry)
4. Manually type in the page header and page number

Table of Contents

Add entries and page numbers for front matter here.

Chapter One: Literature Review 1

MORE INFORMATION ON USING A TABLE OF CONTENTS IN MS WORD

For more information on working with a table of contents, see one of the links below:

- [How to create tables of contents automatically](#)
- [Update your Table of Contents](#)
- [Insert a Table of Contents](#)
- [Format or Customize a Table of Contents](#)